



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
39th Finance Battalion
Unit #20193
APO AE 09165



COMMAND TECHNICAL POLICY #10

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39th Finance Battalion Soldiers and Civilian Employees

SUBJECT: Management Notice Processing

1. REFERENCE: Military Pay Procedures Manual (MPPM), Paragraph 4.3.38.5.2f.
2. PURPOSE: To establish policy for the processing of management notices throughout the 39th Finance Battalion.
3. APPLICABILITY: This memorandum is applicable to all detachments subordinate to the 39th Finance Battalion and will remain in effect until rescinded or superseded.
4. GENERAL: The proper processing of management notices helps ensure Soldiers are paid in a timely and accurate manner.
5. RESPONSIBILITIES:
 - a. Battalion Military Pay Review Section:
 - (1) Download the current update using DMO.
 - (2) Ensure that all management notices are sorted by type and detachment and sent via email to the detachments.
 - (3) Establish a 72 hour suspense for their return.
 - b. Detachments:
 - (1) Commanders/Sergeants:
 - (a) Ensure that the management notices are printed daily and processed.
 - (b) Decide which sections will process management notices. The listing below for section responsibilities is neither all encompassing nor binding, it is provided as general guidance.

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(2) Processing Section:

(a) Process the following management notices: UD, UI, UM, UN, UO, UP, UR, US, UU, U4, XH, XS, XW, X401 and X803.

(b) Maintain a copy of all processed management notices for current plus 6 months prior.

(3) Customer Service Section:

(a) Process the following management notices: UA, UB04, UB05, UC, UD, UG, UN, UO, UP, UR, US, UT03, UV, U203, U4, XD, XG03-08, XI, XJ, XK04, XD, XL03, XP, XW, XY, XZ, X102-104, and X9.

(b) Maintain a copy of all processed management notices for current plus 6 month prior.

(4) In and Out Processing:

(a) Processing the UH management notices.

(b) Verify the SG entries the next morning after coding. Verify the "Indicator" code. Two (2) indicates that the PCS time is in balance and one (1) indicates an out of balance condition. Process the necessary corrections to bring the account in balance while the documentation is still in your section.

(5) Each section is responsible for annotating corrective actions on the management notices and returning the management notices to the Battalion Military Pay Review section within 72 hours.

(6) Management notices must be worked online using the DMO program. The retention period is the same as in paragraph 2b and 3b above.

6. CONTACT INFORMATION: The proponent for this policy memorandum is the Battalion FINOPS, DSN 469-7586.


RICK L. TILLOTSON
LTC, FC
Commanding